

ADAMS ROBINSON
APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or union affiliation.

- Please review the instructions listed below carefully before filling out this Application. Failure to follow the instructions will result in the exclusion of your Application.
- This Application will be kept on file for 60 days. If you wish to be considered for employment after 60 days from the date you submit your Application, you must reapply in person.
- Answer only the questions asked. **DO NOT** include any extraneous information which would indicate your race, age, color, sex, religion, national origin, disability or union affiliation. Since we are an Equal Opportunity Employer, information relating to those factors has no place in our hiring process.
- Applicants may apply for only one position at Adams Robinson.
- Adams Robinson may request an investigative consumer report in connection with the routine processing of your Application for Employment.

PERSONAL DATA

Name _____

Social Security No. _____ Home Phone No. (____) _____

Home Address _____

City/State/Zip Code _____

In Case of Emergency Notify _____ Phone: _____

Do you have a legal right to be employed in the United States? ___ YES ___ NO

Are you of legal age to work? ___ YES ___ NO

Job position for which you are applying _____

Who referred you to Adams Robinson? _____

Will you work overtime? ___ YES ___ NO Will you travel if required: ___ YES ___ NO

Have you ever been employed by Adams Robinson before ___ YES ___ NO (If yes, please give the approximate date of employment) _____

Do you have a full-time or part-time position with another employer that would continue if you were hired by Adams Robinson? ___ YES ___ NO

Have you ever been convicted of a felony in the past five (5) years?

NOTE: A yes answer does not automatically disqualify you from employment, since the nature of the offense, date and type of job for which you are applying will be considered.

___ YES ___ NO (If yes, please explain) _____

Education Level	School Name & Location	# Years	Graduate? Yes/No	Degree/Major
High School				
College				
Trade of Business				

PREVIOUS EMPLOYMENT

Please list all of the previous employers for whom you have performed actual construction work at a jobsite within the past ten years. List the most recent employer first. Applicants for office positions should list all previous employers or attach a resume. **DO NOT** include any information concerning work other than that which was performed on a construction jobsite. **DO NOT** include employment in non-related areas such as office work, fast food restaurants, or work as a union business agent or organizer. Please use additional sheets if necessary.

May we contact your most recent employer? ___ YES ___ NO

Company Name _____ Phone No. _____
 Address _____ Employed From _____ To _____ Wage/Salary _____
 Job Position _____ Duties _____ Supervisor _____
 Reason for Leaving _____

Company Name _____ Phone No. _____
 Address _____ Employed From _____ To _____ Wage/Salary _____
 Job Position _____ Duties _____ Supervisor _____
 Reason for Leaving _____

Company Name _____ Phone No. _____
 Address _____ Employed From _____ To _____ Wage/Salary _____
 Job Position _____ Duties _____ Supervisor _____
 Reason for Leaving _____

Company Name _____ Phone No. _____
 Address _____ Employed From _____ To _____ Wage/Salary _____
 Job Position _____ Duties _____ Supervisor _____
 Reason for Leaving _____

“I certify that the facts contained in this Application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on the Application shall be grounds for dismissal. I authorize investigation of all statements contained herein and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing the same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.”

Date: _____ Signature: _____

APPLICATION FOR EMPLOYMENT WAIVER
(Please Read Carefully)

In exchange for the consideration of my Application for Employment by Adams Robinson, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Adams Robinson practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Adams Robinson, or otherwise to change in any respect the employee-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an authorized representative of Adams Robinson.

I authorize the investigation of all statements contained in my Application for Employment, and understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give Adams Robinson permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Adams Robinson from any liability as a result of such contact. I agree that Adams Robinson or any of its subsidiaries shall not be liable in any respect if my employment is terminated because of falsity of statements, answers, or omissions made by me on my Application for Employment.

I understand that Adams Robinson has a safety policy and a drug free workplace policy that 1.) in part, provides for drug testing in the event of a job related accident, and pre-employment testing; 2.) consent to and compliance with such a policy is a condition of my employment; and 3.) continued employment is based upon successful passing of testing under such policy. I agree to sign an authorization to release such information necessary for such an investigation to be conducted.

I understand that, in conjunction with the routine processing of my Application for Employment, Adams Robinson may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, Adams Robinson will provide me with additional information concerning the nature and scope of any such report requested by them, as required by the Fair Credit Reporting Act.

I further understand that my employment with Adams Robinson shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relations with Adams Robinson is terminable at will for any reason by either party. In addition, I understand that no promise, representation or agreement to the foregoing is binding on Adams Robinson unless it is made in writing and signed by me and an authorized representative of Adams Robinson.

Signature of Applicant: _____ Date: _____